

PRIOR TO SUBMITTING BUSINESS AGENT LICENSE REQUEST

It is important to our staff that we process your requests for licensing as quickly and efficiently as possible. However, the number of license applications submitted to us continues to grow and with it, the number of rejected submissions. Requests are placed in pending files due to errors, incomplete forms or missing documents. This increases the workload and delays prompt issuance of licenses, appointments and affiliations.

You can help! Please be sure that the following is done before submitting requests to us.

- **All questions** on the application (INS-14A or Uniform Application if a non-resident) must be answered and the form must be signed and dated. Fees are \$5 filing fee and \$50 license fee.
- **An Affiliation** must be submitted including \$20 fee for all individuals that will represent the agency in the insurance transaction in Washington State. If application is for a non-resident agency, at least one of the individuals must reside in the same resident state as the agency.
- **An Appointment** must be submitted including \$20 fee with at least one insurer. You must be appointed with an insurer prior to representing it in insurance transactions in the State of Washington. The agency and individual must also be licensed for the same lines as the appointing insurer's authority in Washington State, if they wish to represent that insurer.
- **Correct Fees** submitted and made payable to the Washington Insurance Commissioner
- **Articles of Incorporation if a corporation**
- **Articles of Formation if a LLC**
- **Verification of registration of the firm's or partnership's name with the Trade Name Division of the Washington Dept. of Licensing, phone 360-664-1400 if a firm or partnership.**
- **If requesting a DBA, verification of registration of DBA with the Trade Name Division of the Washington Dept. of Licensing, phone 360-664-1400.**
- **If a resident applicant**
 - **Letter of Good Standing** from the Secretary of State if the Articles were filed over six months ago.
- **If a non-resident applicant**
 - **A Letter of Certification** which is valid for six months from the date of issuance and license not to expire within 30 days.

Please review all forms for completion and accuracy before you mail them to us.

Our Licensing Instructions and Forms (except the Fingerprint Card) are on the Internet. The Web Page address is: <http://www.insurance.wa.gov>. We can also provide you with a hard copy free of charge. Send your request to: Office of the Insurance Commissioner, POB 40257, Olympia WA 98504-0257. If you have further questions, please telephone us at 360-725-7144.